

MADERA COUNTY

HEALTH EDUCATION COORDINATOR

DEFINITION

Under general direction, to develop and disseminate health education programs; to oversee staff preparation and presentation of health educational materials; to serve as educational consultant for the Public Health or Behavioral Health Department; to assist with contract/grant/program development and administration; to promote health education activities and programs with the public and community organizations; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conceptualizes and organizes resources to develop and produce health education programs; serves as an in-house consultant for health education projects; writes grant proposals and reports related to health education; researches health information and prepares bulletins, periodic reports, and educational materials; prepares news releases and special features on health topics; plans, conducts, and participates in workshops, institutes, forums, and discussions to promote sound health practices and education; delivers presentations on health topics and the objectives and programs of the Madera County Public Health Department or Madera County Behavioral Health Department; prepares exhibits, posters, and public displays for presentation at meetings and conferences; provides assistance and serves as liaison for community groups and organizations concerned with health issues; may supervise programs as well as staff; establishes support groups and educational programs for family members and others; recruits and coordinates volunteers to help with activities; and coordinates services with appropriate community groups.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Educational program development principles and techniques.

Grant writing/preparation and program evaluation principles and techniques.

Techniques involved in preparing educational material.

Functions and programs of a Public Health Department or a Behavioral Health Department.

Community organizations and resources.

Public information methods and techniques.

Adult, adolescent, and child educational principles and techniques.

Principles of supervision and training.

Madera County
Health Education Coordinator (Continued)

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Provide program and staff supervision and training.
Demonstrate resourcefulness in gathering, preparing, and disseminating health education material.
Effectively use community and advocacy resources and organizations.
Maintain and update records and reports.
Develop effective health education programs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Organize data, develop information, and prepare clear, concise and comprehensive records and reports.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of progressively responsible experience in developing and delivering health education programs including supervisory and/or lead experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public health, health management, education, social work, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including exposure to infectious disease; ability to travel to different sites and locations.

Effective Date December 2006